



COUNTY OF LOS ANGELES

Public Health

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November 10, 2010

Prospective Proposers:

ADDENDUM NUMBER 1 TO DEPARTMENT OF PUBLIC HEALTH SUBSTANCE ABUSE PREVENTION AND CONTROL REQUEST FOR PROPOSALS FOR ALCOHOL AND OTHER DRUG PREVENTION SERVICES

As indicated in the Request for Proposals (RFP) for Alcohol and Other Drug Prevention Services, the County may make changes to the RFP by written addenda. Addendum Number 1 revises the following applicable RFP paragraph/sentences as noted below:

1. Section VII, 'RFP TIMETABLE', sixth line, Page 20 shall be revised to read as follows:

"December 13, 2010 3:00 p.m. Deadline for submitting Proposal"

2. Section VIII, 'PROPOSAL PREPARATION AND SUBMISSION', text in box, Page 29, shall be revised to read as follows:

"ALL PROPOSALS MUST BE RECEIVED BY THE FOLLOWING DEADLINE:

3:00 P.M. PACIFIC STANDARD TIME – December 13, 2010

THIS IS A FIRM DEADLINE. ANY PROPOSAL RECEIVED BY THE DEPARTMENT OF PUBLIC HEALTH AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR EVALUATION, UNLESS THE DIRECTOR DETERMINES ACCEPTANCE AND CONSIDERATION OF THE PROPOSAL IS IN THE COUNTY'S BEST INTEREST."

3. Section IX, 'PROPOSAL NARRATIVE REQUIREMENTS', subsection A, Category 1- (EPS), part III, Proposed Budget, first paragraph, Page 34, shall be revised to read as follows:

"III. PROPOSED BUDGET AND FINANCIAL STATUS

(400 points, no page limit)

Proposer shall submit the following documents: (a) all the financial documentation specified in Section VII, PROPOSAL PREPARATION AND SUBMISSION, 6b, Financial Status that would indicate the proposer's financial strength and stability; and (b) a line-item budget using Attachment 6, Proposed Budget Summary Form that will collectively represent all costs associated with this project. Proposer must also provide a clear, separate budget narrative justifying each expense item identified on each



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budget. Proposer should submit a separate set of budget forms and budget narrative for each fiscal year of the thirty-six (36) month project period. Thus, proposer should provide three separate sets of budget forms and accompanying budget narratives for the prevention services, one set for each year. Exhibit V, Instructions for Preparing Budget and Narrative Forms, has been provided to assist in completing these forms."

4. Section IX, 'PROPOSAL NARRATIVE REQUIREMENTS', subsection B, Category 2 – (CPS), part III, Proposed Budget, first paragraph, Page 38, shall be revised to read as follows:

"III. PROPOSED BUDGET AND FINANCIAL STATUS

(400 points, no page limit)

Proposer shall submit the following documents: (a) all the financial documentation specified in Section VII, PROPOSAL PREPARATION AND SUBMISSION, 6b, Financial Status that would indicate the proposer's financial strength and stability; and (b) a line-item budget using Attachment 6, Proposed Budget Summary Form that will collectively represent all costs associated with this project. Proposer must also provide a clear, separate budget narrative justifying each expense item identified on each budget. Proposer should submit a separate set of budget forms and budget narrative for each fiscal year of the thirty-six (36) month project period. Thus, proposer should provide three separate sets of budget forms and accompanying budget narratives for the prevention services, one set for each year. Exhibit V, Instructions for Preparing Budget and Narrative Forms, has been provided to assist in completing these forms."

5. Section XI, 'EVALUATION AND SELECTION', part A, The Process, paragraph 4, Financial Review, Page 51, shall be revised to read as follows:

"As part of the overall review process, experts in finance will review all submitted financial documentation in order to determine each individual proposer's financial status and long-term viability. The financial documents to be reviewed are identified in Section VII, Proposal Preparation and Submission, paragraph 6b, Financial Status, and in Section IX, Proposal Narrative Requirements, paragraphs on Proposed Budget and Financial Status. Included in this financial review will be the total cost to County (i.e., proposer's total budget charged to County for services). Note that County will seek to determine the lowest 'qualified' bid to prevent any proposer from attempting to submit a 'low-ball' bid. The financial review is assigned a numerical score that is included in the proposal's overall score."

6. Section XI, 'EVALUATION AND SELECTION', part B, Final Score, first paragraph, Page 51, shall be revised to read as follows:

"The final evaluation score per proposal is arrived at by adding up the individual scores from the following evaluation components:

<u>Component</u>	<u>Maximum Points</u>	
	<u>Category 1</u>	<u>Category 2</u>
I. Executive Summary	50	50
II. Strategic Prevention Framework		
<i>Step 1 – Assessment</i>	150	150
<i>Step 2 – Capacity</i>	100	100
<i>Step 3 – Planning</i>	300	300
<i>Step 4 – Implementation</i>	150	150
<i>Step 5 – Evaluation</i>	150	150
<i>Proposed Budget & Financial Status</i>	400	400
Regular Maximum Score per Proposal	1,300	1,300
Add: Bonus Points (Category 2 Only)		10
Expanded Maximum Score per Proposal	1,300	1,310

Proposers shall take into account these revisions, and submit their RFP proposal response as appropriate.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary T. Izumi". The signature is fluid and cursive, with a prominent "G" and "I".

Gary T. Izumi
Chief, Contract Development and Processing Division

c: John Viernes, Jr.
Wayne Sugita
Dorothy de Leon
Linda Dyer
Leo Busa
David Hoang